Overview of "3-2-1 Reflection" Group Process

TOPIC: (1)   creating your own measures
(Select   (2)   using existing measures
 One)   (3)   collecting data
               (4)   when your initiative doesn't 'fit the mold'

1. DESCRIPTION OF THE PROCESS

Overview: The 3-2-1 process assists discussion groups to have a consistent way to draw a discussion to a close with a "next step" and succinct summary of the conversation.

Purposes: The specific purposes of this 3-2-1 Reflection are the following:

- Structuring Learning
- Helping the group determine the right next step(s).

- OTHER: _____

2. DISCUSSION QUESTIONS

- See next page for questions to frame your topic discussion

3. DISCUSSION AGENDA

Time in Minutes 60 TOTAL	Activity

10	• Individual from the group volunteers to facilitate the discussion.
	Facilitator:
	  o Introduce topic, walk through overview of group process and purposes, and discussion questions (see next page).
	  o Ask participants to take out the 3-2-1 Individual Report Out Handout from the agenda packet and to think about the points throughout the discussion.

35	Facilitator: • Group discussion time using guiding questions.
5	Facilitator: • Individual Time - ask participants to write responses on the *3-2-1 Individual Report Out* Handout.
10	Facilitator: • Group Sharing: Small Group Report Out or Pair-Share Report Out

3-2-1 Discussion Questions by Topic

Topic 1: **Creating your own measures**
1. Is there anyone you can partner with to create your measure? (i.e., a group doing similar work)
2. How will you determine the core features of your initiative?
3. How will you determine whether those core features are in place?
4. Will you have an outside observer do the fidelity measurement/assessment?
   a. If not, who will capture the fidelity data?
   b. Will there be a similar self-assessment for the professional development participants?
5. How often will you assess fidelity of implementation?

Topic 2: **Using existing measures**
1. Will you have an outside observer do the fidelity measurement/assessment?
   a. If not, who will capture the fidelity data?
   b. Will there be a similar self-assessment for the professional development participants?
2. How often will you assess fidelity of implementation?
3. How will you share data with…
   a. your trainers/coaches?
   b. the professional development participants?
   c. other stakeholders?
   d. policymakers and other key decision makers?
4. Will you be able to demonstrate the relationship between implementation fidelity and student outcomes?

Topic 3: **Collecting data**
1. Who will collect implementation fidelity data?
2. If it will be self-assessment by professional development participants, who will the outside assessors be (for the 20% check)?
3. Will you use technology to collect the data?
4. Who will be responsible for the overall data collection?
5. What incentives do you have in place for those collecting the data to send it to the person responsible for overall data collection?
6. How will you consistently share the data with those collecting it?

Topic 4: **When your initiative doesn't 'fit the mold'**

1. How do you know if your professional development participants have got "it"?
2. How do you know if the participants are doing "it"?
3. What is "it" for your initiative? How did you determine the components of your initiative?
4. How would you know your initiative is successful?

TOPIC: _____

A "3-2-1 Reflection" Individual Report Out

Name:_____Date:_____

What are **3 big ideas** that you have taken away from this discussion thus far?

What are **2 questions** that you will continue to ponder after you leave today?

What is **1 action** that you will take immediately following this day?